

**25 April 1963**

**MEMORANDUM FOR: All Members of the Mail and Courier Task Force**

**SUBJECT : Minutes of 23 April 1963 Meeting**

1. Attached hereto is a draft of the minutes of the 23 April 1963 meeting for your information and review.

2. The minutes will be discussed, amended or changed as necessary and adopted at our next meeting on 29 April 1963.

**Attachment:**  
**As stated.**

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**SECRET**

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

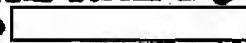
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**Minutes of Mail and Courier Task Force Meeting  
of 23 April 1963**



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2. The minutes of the previous meeting were reviewed and approved.
3. The subject for the meeting was courier and document receipts.

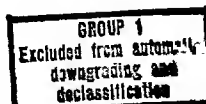
a. The opening discussion was devoted to classification of locations and material as well as the content of the document. It was pointed out that the Office of Security has held that anything going to an installation considered Secret or Top Secret should be processed on the basis of the classification of the installation, even though the material itself might be of a lower classification. This pertains to  field installations. A review of the classification of installations and material should be made, as any lowering of the classification would result in a change in processing of material with a reduction in transmission time and cost. This matter will be considered further at the next meeting.

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b. Further discussion on the matter of classification centered on the definitions of the Top Secret, Secret and Confidential as contained in Executive Order 10501 and Agency Regulations. It was the consensus of the meeting that the definitions, while meaningful, were not explicit enough for practical applications by most Agency document originators; that when given the choice, particularly between Secret and Confidential, it appears most personnel tend to use Secret either from habit or to be on the safe side. It was concluded that the mail processing handbook should contain a section on classification which would include both the standard definitions and a listing of specific Agency examples of the types of documents and forms which would normally fall under each classification.

4. Discussion on the use of courier receipts revealed that current regulations which require receipts for inter-Agency movement of classified material were being universally used. It was concluded that this practice should be continued. It was found, however, that there is little

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uniformity in use of courier receipts for Secret and Confidential material moving within the Agency. It was pointed out that the Director of Security has ruled that receipts are not required for intra-Agency movement of this mail. Consideration was given to the fact that many offices are located downtown and in outlying areas and that movement of mail to and from these buildings was in effect similar to movement of inter-Agency mail. It was concluded, in order to provide adequate control of material classified Secret and below, that courier receipts should be used for transfer between buildings and eliminated where movement is only within a building. It is proposed that this procedure be incorporated in the handbook.

5. The use of document receipts was considered on two bases: inter-Agency and intra-Agency.

a. It was agreed that all offices use the receipt in accordance with prescribed regulations for movement of inter-Agency classified material, however, it was found that generally there is no effective follow-up to assure return of receipts from recipients. It was pointed out that telephone inquiries on a spot basis revealed receipt of the mail even though the recipient failed to return the receipt. The Central Mail Room also reported receiving a considerable number of receipts (Form #615) without the return address of the sender, making it impossible to forward the receipt. Two proposals resulted from the discussion (1) that Agency regulations be revised to prescribe an effective follow-up to assure return of receipts and (2) that the handbook include instructions in the preparation and use of the receipt.

b. Document receipts are not required for intra-Agency movement of Secret and below material, however, they may be used when the sender considers it desirable. It was the consensus of the meeting that document receipts are unnecessary with the possible exception of certain sensitive material, and should be eliminated. It was felt that courier receipts would suffice for control purposes. It is proposed to include this item in the handbook.

c. A review of the courier and document receipt forms generally used will be made at the next meeting with a view to design a single form which will combine courier and document receipts and provide for effective follow-up.

6. Some exception was made to the statement, "It is not believed that any central system will produce missing documents", contained in Para. 7c of the Agenda. It was pointed out that controls are essential to place responsibility and that use of the central system has led to recovery of missing documents. It was also pointed out that upwards of 500,000 pieces of mail are handled monthly by the Mail and Courier Service with only 60-70 inquiries for trace. The question of whether the cost of the central system is justified was not conclusively resolved, the general feeling being that recovery of only one document could be worth the entire cost.

25X1 7. Throughout the discussion many references were made to Para. [redacted] pertaining to document receipts and logging. 25X1 These paragraphs appear to be subject to broad interpretation. Mr. [redacted] agreed to prepare a draft revision for consideration at the next meeting.

8. The next meeting was scheduled for Monday, 29 April at 0930 hours.